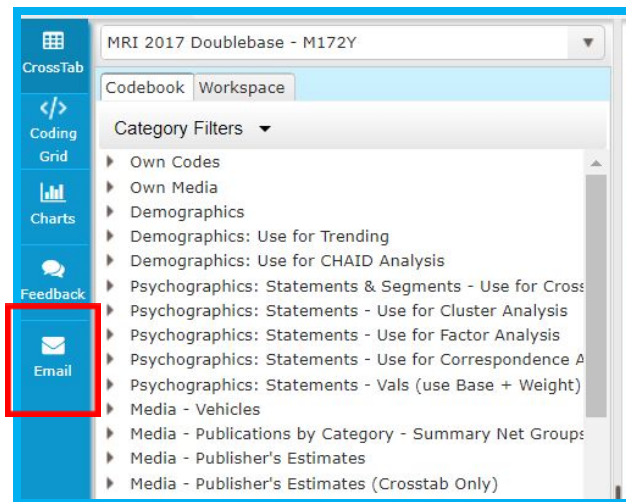


SurveyTime Email Function

1: Log into eTelmar using your login credentials

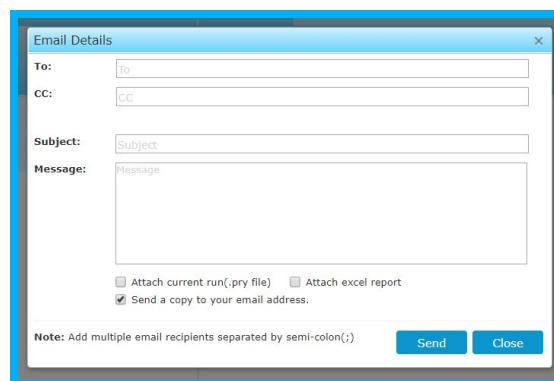
2: Under “Applications”, Click “Crosstab” and “Survey Time”.

3: Once SurveyTime is open, either choose the survey you want to use and run a crosstab report or open a previously saved report. You now have the ability to email your saved report. From the below screen, you will see the “Email Functionality” button.



4: We recommend saving a copy of the run before sending.

5: Click on “Email” and populate the information you wish to include. Click the “Check” boxes below if you want to attach the SurveyTime run (.pry) and/or Excel report to your email. Use the last box to CC: your own email address.



For further information, please call your Telmar client service representative or email accountservices@telmar.com

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6: Once you finished filling in the information above, you will see the below screen confirming that your email has been sent to the recipients. (This will show up at the bottom right hand corner of the screen)



How to Import Files You Received Via Email

After receiving the file, you can import the Crosstab report into SurveyTime. Simply do a "Save As" of the emailed file into your local environment and Launch SurveyTime.

Once launched, go to the File Menu and Click "Import Run". Find your saved file and Click "Open". You are now able to view the saved file in your eTelmar environment. If you like, save the run to "Own Codes" for future use.

***SurveyTime uses a .pry file only.**

